

## **MADERA COUNTY**

### **DEPUTY SHERIFF**

#### **DEFINITION**

Under general supervision, to perform a variety of duties involved in the enforcement of laws and the prevention of crimes including in the areas of patrol, investigation, civil, special task forces, and coroner functions; to perform a variety of technical and administrative tasks in support of the Sheriff's Department; and to do related work as required.

#### **SUPERVISION EXERCISED**

Exercises no supervision.

#### **DISTINGUISHING CHARACTERISTICS**

This is the entry/journey level class in the Deputy Sheriff class series. Incumbents rotate areas of assignment and are expected to perform the full range of Deputy Sheriff duties with increasingly less supervision and direction. Incumbents are also expected to become familiar with Department policies, regulations, and operating procedures. Incumbents may perform a variety of specialized law enforcement duties including serving as field training officer, K-9 officer, and D.A.R.E. officer or serving as a member of search and rescue, SWAT, dive, and other teams.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Patrols assigned areas of the County to preserve law and order, discover and prevent the commission of crimes, and check property for physical security; responds to general public service calls and complaints including domestic disturbances, civil complaints, protection of life and property, preservation of peace, robberies, and related misdemeanor and felony incidents; pursues, apprehends, and arrests suspects; investigates crimes and suspicious circumstances; collects, processes, photographs, preserves, and presents evidence including fingerprints, fibers, blood, and related physical evidence at crime scenes; interviews victims, witnesses, and suspects; identifies and interrogates suspects; testifies and presents evidence in court; contacts and cooperates with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses; serves warrants, subpoenas, summons, complaints, writs of attachment and execution, and eviction notices; conducts drug tests; issues traffic warnings and citations; administers basic medical assistance as necessary; prepares reports on arrests made, activities performed, unusual incidents observed, and investigative findings; serves as Deputy Coroner including determines cause and manner of death for violent deaths, deaths under suspicious or unusual circumstances, and other types of cases under the jurisdiction of the Coroner; arranges for the removal of deceased persons; attends and photographs autopsies; assists in preparing prosecutable cases for the District Attorney; assists in covert and undercover investigations as assigned; serves as the Sergeant upon the request or absence of the Sergeant.

## **OTHER JOB RELATED DUTIES**

May perform a variety of specialized law enforcement duties including serves as field training officer, K-9 officer, and D.A.R.E. officer; may serve as a member of search and rescue, SWAT, dive, and other teams; performs related duties and responsibilities as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Basic principles of criminal law.  
Safe driving principles and practices.  
Basic principles and practices of First Aid.

### **Skill to:**

Learn to operate firearms and other modern police equipment.  
Learn to operate modern office equipment including computer equipment.  
Operate a motor vehicle safely.

### **Ability to:**

Successfully complete P.O.S.T. training for entry level Police Officers.  
Learn modern police methods and procedures related to patrol, apprehension, arrest, search and seizure, traffic control, and investigation and identification techniques.  
Learn modern investigative methods including interviewing and interrogation techniques.  
Learn law enforcement theory, principles and practices and their application to a wide variety of services and programs.  
Learn local geography, City streets, public buildings, and businesses.  
Learn recent court decisions and how they affect department and division operations.  
Learn rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in court.  
Learn functions and objectives of Federal, State, and other local law enforcement agencies.  
Learn self defense tactics.  
Learn, properly interpret and make decisions in accordance with Federal, State and local policies, procedures, laws and regulations including those related to apprehension, arrest, search and seizure, evidence and records maintenance, and traffic control.  
Learn to gather, assemble, analyze, evaluate and use facts and evidence.  
Learn, interpret and explain City and Department policies and procedures.  
Observe accurately and remember names, faces, numbers, incidents and places.  
Prepare clear and concise reports.  
Analyze situations quickly and objectively, and determine proper course of action.  
Act quickly and calmly in emergencies.

**Ability to:**

Meet and deal with the public tactfully and effectively.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

One year of experience working with the public. Some previous law enforcement experience is highly desirable.

**Training:**

Equivalent to the completion of the twelfth grade.

**License or Certificate:**

Possession of, or ability to obtain, appropriate certification issued by the California Commission on Peace Officer Standards and Training.

Possession of, or ability to obtain, CPR and First Aid certification.

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 100 lbs.; exposure to cold, heat, noise, outdoors, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Must meet physical, background, and job related standards as established by the State of California and Madera County to ensure safety of department personnel and the general public.

**Effective Date:** May, 1995